



# **CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

***“Honoring California’s Veterans”***

## **ACTIVITY COORDINATOR**

**1 Position-Permanent Intermittent  
1 Position- Permanent Full Time, Limited Term**

**\$2218- 2696 Monthly**

**Final Filing: Until filled**

### **Who Should Apply:**

Current State employees in this classification or those who are eligible on a certification list; transfers or reinstatement may apply for this vacancy.

**NOTE:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov), or to view examinations offered by all State departments, please visit the State Personnel Board’s website at [www.spb.ca.gov](http://www.spb.ca.gov).

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS RATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

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## **Duties and**

**Responsibilities:** *Under general direction from the Activity Director:*

- Develop, implement, lead and monitor large and small group activities designed to meet the needs and interests of the veteran resident population which include but are not limited to: social activities, indoor and out-of-doors activities, recreation activities, facility outings, religious programs, opportunity for resident involvement in the planning and implementation of the activity program, creative and expressive activities, education activities, and exercise activities.
- Design and distribute attractive and well-balanced monthly Activity Calendars.
- Conduct initial activity assessments including gathering information regarding the residents' background, interest, leisure, preferred lifestyle etc.
- Design and provide individualized one-to-one interventions.
- Document the individual activity assessment, Minimum Data Set (MDS) and activity plan.

## **Desirable**

### **Qualifications:**

- Ability to communicate effectively, verbally and in writing in English.
- Sensitivity to the needs, interests and abilities of the residents.
- Moderate complex problem-solving skills.
- Direct participation in fine and gross motor activities.
- Performance of a medium-level of physical work.

**Must possess a certificate of attendance in the Activity Coordinator Training Course**

### **How To Apply:**

Visit the State Personnel Board (SPB) website at: [www.spb.ca.gov](http://www.spb.ca.gov), to download the application. Submit your completed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 100 E. Veterans Parkway, Barstow, CA 92311, Attn: B. Yarbrough.**

**Note: In Line #12** on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment or Reinstatement, "Training and Development Assignment." Failure to do so could result in being rejected from the interview process. In addition, you must reference positions 574-363-8319-910.

### **Questions:**

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **B.Yarbrough, Human Resources Office, at (760) 252-6284.**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED.

RELEASED: 4.19.12